

## **Voluntary Chapter 12 Checklist**

- ☐ **Filing Fee (\$246). Please Note: The filing fee must be tendered in the form of a money order or cashier's check. Personal checks will not be accepted.**  
If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Voluntary petition (Official Form 1).**  
**Names and addresses of all creditors of the debtor.** Must be filed **WITH** the petition. Names and addresses not required if debtor files a schedule of liabilities with the petition. Rule 1007(a), Fed.R.Bankr.P.
- ☐ **Mailing Matrix and Verification of Matrix**  
The creditor matrix must adhere to the form required by the Clerk. Effective July 9, 2003, the Clerk's Office will **only** accept creditor matrices on diskette. Please see exhibit A for matrix guidelines.
- ☐ **Certification of Receipt of Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b),** if applicable. Must be filed with the petition or within 14 days. 11 U.S.C. §§ 342(b); 521(a)(1)(B)(iii); 707(a)(3). (Certification on Official Petition Form - B1)
- ☐ **Notice to debtor by "bankruptcy petition preparer,"** if applicable.  
Must be filed **WITH** the petition if prepared by a "bankruptcy petition preparer." 11 U.S.C. § 110(b)(2)(B); Official Form 19B.
- ☐ **Statement of Social Security Number (Official Form 21).**  
Required if the debtor is an individual. Must be submitted **WITH** the petition. Rule 1007(f), Fed.R.Bankr.P.
- ☐ **Certificate of Credit Counseling and Debt Repayment Plan. (Or § 109(h)(3) certification or § 109(h)(4) request).** Required if the debtor is an individual. Must be filed **WITH** the petition. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" as defined in 11 U.S.C. § 110.** Must be filed **WITH** the petition if the "bankruptcy petition preparer" prepares the petition. 11 U.S.C. § 110(h).
- ☐ **Schedules of assets and liabilities (Official Form 6).**  
Must be filed with the petition or within 14 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).** Must be filed with the petition or within 14 days. Rule 1007(b) & (c), Fed.R.Bankr.P.

- ☐ **Schedules of current income and expenditures.**  
All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**  
Must be filed with the petition or within 14 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.**  
Pursuant to Administrative Order 2005-07, payment advices shall not be filed with the court. Instead payment advices must be provided to the case trustee no later than (14) business days prior to the initial date scheduled for the first meeting of creditors.
- ☐ **Chapter 12 Plan.**  
Must be filed within 90 days unless extended by the court. 11 U.S.C. § 1221.